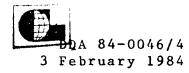


S E C R E T



MEMORANDUM FOR:	Acting Director of Central Intelligence				
FROM:	Harry E. Fitzwater Deputy Director for Administration				
SUBJECT:	Weekly Report for Period Ending 3 February 1984				
1. Progres	s reports on tasks assigned by DCI/DDCI:				
None.					
2. Items/e	vents of interest:				
a. As part of the Defense Intelligence Analysis Center (DIAC) Move Plan, all new Project SAFE hardware scheduled for delivery to the DIAC has arrived. This equipment includes storage units, a large central processor, and other pieces of equipment.					

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- e. On 30 January members of the Real Estate and Construction Division, Office of Logistics, met with Mr. William Jenkins, Director of Real Estate Division, GSA, to request their assistance in arranging a meeting between our representatives and the building owners to discuss measures to improve security controls at these buildings. GSA holds the leases on Agency-occupied space in these buildings. Mr. Jenkins was very sensitive to our concern and has agreed to arrange the meeting as soon as possible.
- f. The printing of the Congressional Budget Justification Books was completed on 1 February 1984.
- g. Chief, Psychiatric Operations Division, Office of Medical Services, traveled to Philadelphia during the period 27 29 January to attend a seminar on "The Use of Hypnosis in Treatment." While there, he had discussions on the operational applications of hypnosis and polygraphy with the recognized authority in the field.
- h. The Office of Personnel is establishing a task force to develop a clearly stated Agencywide policy governing dual careers. The objective is to cover all employment issues related to Agency employed couples, including the WAE (When Actually Employed) program and practices governing the "hiring" of such spouses overseas.

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j. As of 1 February there were cleared Career Trainees and more in process. The next Career Trainee class is scheduled to begin on 12 April.

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	k.	Αs	a par	ct of	the Of	fice	of Se	curity	initiat	ive to
enhance	the	phys	ical	secur	ity of	Agen	cy bu	ildings	, repre	senta-
tives of	the	Off	ices	of Se	curity	and	Logis	tics me	t with	GSA
official	s re	gard	ing A	Ames a	ind Key	Buil	dings	. Disc	ussions	focused
on the p	ossi	bili	ty of	E esta	blishi	ng co	ntrol	led par	king at	these
building	gs•									

1. The Executive Development Core Course for newly promoted SIS-01 officers will convene at the y promoted in Facility on 13 February. January will attend, plus five officers from the July 1983 promotion group. The Course includes many practical exercises and was influenced by Peters' and Waterman's In Search of Excellence, which is being provided as part of the precourse reading. The course ends with a presentation to the DDCI of long range goals and objectives.

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- Significant activities anticipated during the coming week:
- a. On Tuesday, 7 February, SH&G contractors will meet with the DDA, ADDA, and Office of Logistics representatives regarding improvements to be made now to the North and South Cafeterias and what new requirements will be needed after the addition of the new building.
- b. The DDA; Deputy Director for Resources Director, Intelligence and Systems, DIA; and Community Staff; will visit the Defense Intelligence Analysis Center on Wednesday, 8 February.
- On 9 February, the DDA; Chief, New Building Project Office of Legislative Liaison, will Office; and meet with Senator John Warner concerning the new Headquarters building status and Arlington Hall Station.
- d. On Friday, 10 February, the DDA will host a coffee and introduce National Black History Month guest speakers Floyd and Jacqueline Dickens, authors of The Black Manager.

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Harry E. Fitzwater